



IOLA INDEPENDENT SCHOOL DISTRICT



P.O. Box 159
Iola, Texas 77861
(936) 394-2361

Jeff Dyer
Superintendent

Brian Fowler
Secondary Principal

Dianne Luna
Elementary Principal

SHAC Minutes from October 3, 2023 Meeting

Tuesday, October 3, 2023 4:00pm – High School Cafeteria

Zoom Link:

<https://us04web.zoom.us/j/73331385014?pwd=BuMNTexz0TKoGDedcUzARrv4oz5YqD.1>

SHAC Meeting Minutes

- I. Welcome & Introductions
 - A. Current and new members were introduced.
 - B. New members
 1. Dianne Luna- Elementary Principal
 2. Jennifer Cherry- Elementary Counselor
 3. Jeanne Stautzenberger- Secondary Counselor
 4. Traci Mabry- 8-12 grade Health teacher (replacing Jamie McDougald)
 5. Amy Loggins- Elementary parent (replacing Julia Crosby)
 - C. Minutes from the previous meeting from May 22, 2023 were read by Kristin Sajewski.
- II. Updates
 - A. Health curriculum for 5-7 grade
 1. Kristin Sajewski updated the members on feedback from both Parent Preview Nights.
 2. SHAC voted on recommending the ESTEEM program to the Iola ISD Board of Trustees. Vote carried 8 for, 0 against, 1 abstained.
 - B. Members discussed whether or not to go up a level (from 8th grade ESTEEM workbooks to using the 9-12 grade books.)
 1. The SHAC felt like they needed more time to review the new edition of the 9-12 grade workbooks before voting to have two Parent Preview Nights. The SHAC will be sent a login link to view the updated 9-12 workbooks, and Kristin Sajewski will order a sample of the new workbooks. The vote will be addressed at the next meeting.
- III. Create & vote on SHAC Bylaws
 - A. The SHAC reviewed drafted bylaws and made revisions to best fit our district SHAC. Bylaws can be found on the district website under Health and Wellness.



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1. Revisions included changes to terminology and membership terms of service. Terms of service were agreed upon as staggered 3 and 5 year terms with the option for a member to serve an additional term as deemed necessary. Term years were assigned to Parents and 1 staff member by a random drawing.
 2. According to the bylaws, 2 co-chairs are needed (1 staff member and 1 parent.) Jennifer Cherry volunteered to be the staff member co-chair. No volunteers for a parent co-chair. Kristin Sajewski will notify the other SHAC parents to see if anyone volunteers to be the parent co-chair.
 - B. The SHAC voted on accepting the revisions to the bylaws. Vote carried 9 for, 0 against, 0 abstained.
- IV. Upcoming:
- A. Next meeting: December 5, 2023 at 4:00 in HS (location to be determined.)
 - B. The SHAC will look over Iola ISD's current [Wellness Policy](#) and be ready to update the policy at the December SHAC meeting. The Wellness Policy has to be updated every 3 years, and this is the third year.
- V. Adjourn: Meeting adjourned at 4:47 pm.



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Member Attendance Roster

| 2023-24 SHAC Member Sign-in 10/3/23 4:00pm | | |
|---|--|------------------|
| Name | Role | Signature |
| Amy Loggins | Member- Elem.Parent | Present |
| | Member- Elem. Parent | |
| | Member-JH Parent | |
| | Member- JH Parent | |
| | Member- HS Parent | |
| | Member- HS Parent | |
| Brandy Bradicich | Member- Parent | Present |
| Hayley Hoke | Member- Parent | Present |
| Randal Walton | Member- Parent | |
| Brandy Brantley | Member- Parent | |
| Traci Mabry | Member- Health Teacher | |
| Sandra Elliott | Member- Nurse | Present |
| Linda Evans | Member- Director of Child Nutrition | |
| Kristin Sajewski | SHAC Coordinator | Present |
| Brian Fowler | Member- HS Principal | Present |
| Jeff Dyer | Superintendent | Present by Zoom |
| Dianne Luna | Elementary Principal | Present |
| Jennifer Cherry | Elementary Counselor | Present |
| Jeanne Stautzenberger | HS Counselor | Present |



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Visitor Attendance Roster

| Visitor Sign-in 10/3/23 4:00pm | |
|---|------------------------------------|
| Name | Signature |
| Sierra Betancourt | Present by Zoom and speaker phone. |
| | |



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Record of Votes

SHAC Member Vote 1

Recommend ESTEEM program for 5-7 grade to the Iola ISD School Board.

| 2023-24 SHAC Members | | | | | |
|-----------------------|-------------------------------------|-----------------|---------|---------|---|
| Name | Role | Yes Vote | No Vote | Absent | |
| Amy Loggins | Member- Elem.Parent | 1 | | | |
| | Member- Elem. Parent | | | | |
| | Member-JH Parent | | | | |
| | Member- JH Parent | | | | |
| | Member- HS Parent | | | | |
| | Member- HS Parent | | | | |
| Brandy Bradicich | Member- Parent | 1 | | | |
| Hayley Hoke | Member- Parent | | | abstain | |
| Randal Walton | Member- Parent | | | | |
| Brandy Brantley | Member- Parent | | | | |
| Traci Mabry | Member- Health Teacher | | | | |
| Sandra Elliott | Member- Nurse | 1 | | | |
| Linda Evans | Member- Director of Child Nutrition | | | | |
| Kristin Sajewski | SHAC Coordinator | 1 | | | |
| Brian Fowler | Member- HS Principal | 1 | | | |
| Jeff Dyer | Superintendent | | | | |
| Dianne Luna | Elementary Principal | 1 | | | |
| Jennifer Cherry | Elementary Counselor | 1 | | | |
| Jeanne Stautzenberger | HS Counselor | 1 | | | |
| | | School Staff: 9 | 8 | 0 | 1 |
| | | Parents: 10 | | | |

Cherry



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SHAC Member Vote 3

Accept SHAC bylaws as formed by the SHAC members.

| 2023-24 SHAC Members | | | | |
|-----------------------|-------------------------------------|----------|---------|--------|
| Name | Role | Yes Vote | No Vote | Absent |
| Amy Loggins | Member- Elem.Parent | | | |
| | Member- Elem. Parent | | | |
| | Member-JH Parent | | | |
| | Member- JH Parent | | | |
| | Member- HS Parent | | | |
| | Member- HS Parent | | | |
| Brandy Bradicich | Member- Parent | | | |
| Hayley Hoke | Member- Parent | | | |
| Randal Walton | Member- Parent | | | |
| Brandy Brantley | Member- Parent | | | |
| Traci Mabry | Member- Health Teacher | | | |
| Sandra Elliott | Member- Nurse | | | |
| Linda Evans | Member- Director of Child Nutrition | | | |
| Kristin Sajewski | SHAC Coordinator | | | |
| Brian Fowler | Member- HS Principal | | | |
| Jeff Dyer | Superintendent | | | |
| Dianne Luna | Elementary Principal | | | |
| Jennifer Cherry | Elementary Counselor | | | |
| Jeanne Stautzenberger | HS Counselor | | | |
| School Staff: 9 | | (9) | (0) | (0) |
| Parents: 10 | | | | |

JCherry



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Term Limits for Members

| 2023-24 SHAC Members | | | | |
|-----------------------------|--------------------------------------|----------------------|--------------------|---------------------|
| Name | Role | Start of Term | Term Length | Term Expires |
| Amy Loggins | Member- Elem.Parent | 2023 | 3 years | September 2026 |
| | Member- Elem. Parent | 2023 | 5 years | September 2028 |
| | Member-JH Parent | 2023 | 3 years | September 2026 |
| | Member- JH Parent | 2023 | 5 years | September 2028 |
| | Member- HS Parent | 2023 | 3 years | September 2026 |
| | Member- HS Parent | 2023 | 5 years | September 2028 |
| Brandy Bradicich | Member- Parent | 2019 | 5 years | September 2024 |
| Hayley Hoke | Member- Parent | 2019 | 5 years | September 2024 |
| Randal Walton | Member- Parent | 2020 | 5 years | September 2025 |
| Brandy Brantley | Member- Parent | 2021 | 3 years | September 2024 |
| Nomination: Traci Mabry | Member- Health Teacher | 2023 | 3 years | September 2026 |
| Sandra Elliott | Member- Nurse | 2017 | No Limit | No Limit |
| Linda Evans | Member- Director of Child Nutrition | 2016 | No Limit | No Limit |
| Kristin Sajewski | Member- Director of Special Programs | 2022 | No Limit | No Limit |
| Brian Fowler | Member- HS Principal | 2019 | No Limit | No Limit |
| Jeff Dyer | Superintendent | 2022 | No Limit | No Limit |
| Dianne Luna | Elementary Principal | 2023 | No Limit | No Limit |
| Jennifer Cherry | Elementary Counselor | 2023 | No Limit | No Limit |
| Jeanne Stautzenberger | HS Counselor | 2023 | No Limit | No Limit |



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Recordings of Meeting

Recording of this meeting are in 2 locations:

- 1.) [Zoom Recording](#): The SHAC was having problems with the audio picking up sound from all members, so Kristin Sajewski started an audio recording on a separate device shortly after the meeting began. Also, the Zoom recording automatically stopped recording after approximately 35 minutes.
- 2.) [Audio Recording](#): Audio of the meeting beginning after introductions and lasting until the meeting is adjourned.



IOLA ISD

**SCHOOL HEALTH ADVISORY COUNCIL
BYLAWS**

Article I: Authority

Section One: Statue and Policy. Each school district in the State is required in Chapter 28.004 of the Texas Education Code (TEC) to establish and maintain a district-level school health advisory council [BDF (LEGAL)].

Section Two. Limitations. The School Health Advisory Committee (SHAC) is an advisory body, and shall serve to provide guidance, counsel, and other assistance to the Board of Trustees and district administration as specified in state law and district policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Staff Support. The administration shall identify an appropriate staff member to serve as SHAC Coordinator (the coordinator).

Section Four. Bylaws. Bylaws of Board appointed advisory committees shall be approved by the Board. Any revisions to the bylaws shall be shared with the committee coordinator and final approval will be shared with the Board. Three Board members may request that the revised bylaws be presented to the full Board for consideration.

Article II: Responsibilities

Section One. Responsibilities. According to state law, district policy, and the direction of the Board of Trustees and district administration, the SHAC shall have the following responsibilities:

- A. Hold plenary meetings at least four times each year, pursuant to TEC 28.004(d-1).
- B. Meet the requirements of TEC Chapter 38.013 and district policy EHAA(Legal), including:
 - Provide advice and counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels, that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
 - Approve the district coordinated school health program, subject to adoption by the Board of Trustees.
 - Advise and consult with the district in the development of comprehensive health education curriculum.
- C. Consult as necessary or appropriate with the Superintendent and district administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- D. Consult with the Superintendent and district administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- E. Provide a written annual report to the Board of Trustees on or before September 1 of each year [BDF (LEGAL)].
- F. The SHAC shall meet at least four times each year.

Article III: Meetings

Section One. Plenary Meetings. The coordinator shall work with officers to establish the plenary meeting schedule of the SHAC. At least 72 hours before the meeting, notice of the meeting shall be posted on the district website under Health and Wellness page, under Headlines, and on the district's Facebook page.

An audio or video recording of the regular meeting will be included in the meeting minutes and posted on the district website under Health and Wellness no later than the 10th day after the meeting.

Section Two. Cancellation of Meetings. If necessary, the coordinator and officers may cancel any meeting of the SHAC with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of cancelled or rescheduled meetings.

Section Three. Open Meetings. Pursuant to the district's communications and visitor's requirements, all plenary meetings of the SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The co-chairs may limit the time given to speakers. Subcommittee meetings may be open to the public at the discretion of the co-chair.

Section Four. Subcommittees. The coordinator and officers may form standing or ad hoc subcommittees on any matter deemed necessary or appropriate. The co-chair is responsible for overseeing subcommittees, the selection of their chairs and membership, and may provide specific charges or procedures for those subcommittees (which may allow the inclusion of non-members to serve only in a consultative capacity).

- Subcommittees may not constitute a quorum of the SHAC. Unless otherwise directed by the co-chair, subcommittee meetings shall be held at the discretion of the subcommittee.
- The co-chair, subcommittee meetings shall be held at the discretion of the subcommittee. The co-chair shall determine whether subcommittee meetings are open to the public (if they are open to the public, meetings must be posted under provisions of Section Nine of this Article).
- Subcommittees are not required to have a regular meeting schedule. Unless otherwise directed by the co-chair, subcommittees are not required to take minutes of meetings.
- Subcommittees shall report findings and recommendations to the SHAC for its consideration.

Pursuant to statutory requirements, there shall be a standing subcommittee maintained to address Physical Education and Activity (TEC 28.004 (I - 1)).

Section Five. Quorum. For meetings of the full SHAC, a quorum shall be 5 of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussions. However, no actions or voting may take place without a quorum.

Section Six. Attendance. Members are encouraged to attend each SHAC meeting either in person, virtually, or by conference calls. Member attendance shall be documented by sign-in sheets, and records will be kept by the coordinator.

Section Seven. Virtual Attendance. Members may participate in meetings virtually through various means, to the extent they are readily available to the committee coordinator.

Section Eight. Decision-making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Proxy voting shall not be permitted. However, members in virtual attendance may vote.

Section Nine. Agendas. Agendas shall be provided for all SHAC meetings, and posted on the district website under Health and Wellness, under Headlines, and on Facebook at least 72 hours in advance of meetings. Agenda items shall normally be determined by the coordinator and members.

Section Ten. Minutes. The coordinator shall ensure that minutes are kept for all plenary SHAC meetings. Minutes are records of meeting highlights and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. The committee coordinator will provide a draft of meeting minutes.

The coordinator will send a copy of the meeting minutes to the SHAC members for approval. Once approved, a copy of meeting minutes will be posted within 10 days of the meeting.

Article IV: Membership

Section One. Membership Criteria. Membership of the SHAC will strive to reflect the geographic, ethnic, gender, disability, and economic diversity of the district. The membership composition of the SHAC shall comply with the following:

- a. The majority of the SHAC shall consist of parents, as defined above.
- b. The membership of the SHAC may also include other resident of the district such as: teachers, administrators, counselors, students, health care professionals, business community, law enforcement, senior citizens, clergy, nonprofit health organizations, and local domestic violence programs.

Section Two. Membership Selection. Each Trustee may appoint up to two individuals to serve as members of the SHAC. Trustees may consult with the coordinator of district advisory bodies to identify member candidates and to obtain their applications for consideration.

- The board of trustees shall appoint at least five members to the local school health advisory council. A majority of the members must be persons who are parents of students enrolled in the district and who are not employed by the district. One of those members shall serve as chair or co-chair of the council. The board of trustees also may appoint one or more persons from each of the following groups or a representative from a group other than a group specified under this subsection:
 - (1) classroom teachers employed by the district;
 - (2) school counselors certified under Subchapter B, Chapter 21, employed by the district;
 - (3) school administrators employed by the district;
 - (4) district students;
 - (5) health care professionals licensed or certified to practice in this state, including medical or mental health professionals;
 - (6) the business community;
 - (7) law enforcement;
 - (8) senior citizens;
 - (9) the clergy;
 - (10) nonprofit health organizations; and
 - (11) local domestic violence programs.

Section Three. Term Service. The term of service for a member shall be three and five years. Members may serve one additional term, but renewed membership is not automatic. Members appointed after September shall serve for the remainder of the term period. Trustees may allow members to serve one additional term. In such case, the Superintendent will notify a trustee if a vacancy exists and provide applications for review and placement.

Section Four. New Trustees. Committee members appointed after September shall serve for the remainder of the term period. Trustees may allow members to serve multiple terms. In such a case, a trustee shall notify the coordinator through the Board Secretary

Section Five. Vacancies. Should a SHAC member resign or be removed, creating a vacancy, a trustee or the Superintendent, as applicable, may select a replacement member.

Section Six. Continued Operation. Any vacated terms left unfilled under the provisions of Sections Four and Five of this Article shall not cause the SHAC to discontinue its operations.

Section Seven. Conflict of Interest. Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a pecuniary interest in any discussions or recommendations of the council; and
- Involvement in any litigation or procedural challenges against the district.

The coordinator shall report any cases or possible causes of conflict of interest to the Superintendent, who shall consult with the appointing Trustee, as applicable, for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Required recusal from a particular agenda item or items;
- Required recusal from a particular agenda meeting or meetings; and
- Removal from the council.

Section Eight. Code of Conduct. The district welcomes freedom of expression and debate. However, SHAC members, as well as subcommittee members, shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and trustees, and members of other district advisory committees. Unless otherwise authorized by the SHAC, members shall not speak for the SHAC, and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the SHAC or the district. Violation of this code of conduct may result in reprimand or dismissal by the coordinator of district advisory bodies in conjunction with the appointing trustee or Superintendent, as applicable.

Section Nine. Undue Advantage. SHAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violations of this requirement may result in dismissal by the Coordinator of District Advisory Bodies in conjunction with the appointing trustee or Superintendent, as applicable. (As examples, it would be considered an undue advantage if a person included his or her membership in the SHAC in the reasoning for allowing a student to transfer or for allowing a student entry into a particular program; however, it would not be considered an undue advantage for a person to include SHAC membership on his or her resume.)

Article V: Co-Chairs

Section One. Eligibility. The SHAC shall consist of two co-chairs (at least one of whom must be a parent of a student enrolled in the district and cannot be an employee of the school district), the terms of service for officers coincide with their terms.

- The SHAC members shall determine the co-chairs.

Section Two. Responsibilities of the Co-Chairs.

1. With the coordinator and other members, determining agendas for regular and other plenary meetings of the SHAC;
2. Presiding at all plenary meetings of the SHAC, ensuring that commonly accepted parliamentary procedures are followed.
3. Signing all letters, reports, and other communications on behalf of the SHAC and,
4. Performing other responsibilities as may be prescribed by the Board of Trustees.

Section Three Mid-Term Vacancies. If a vacancy occurs after a co-chair's term has commenced, a new co-chair shall be seated to serve for the remainder of the term, following the procedures in Section One of this Article.

Section Four Removal of Officers. The co-chairs serve at the will of the Board, or a designated committee of the Board, who may at any time remove a co-chair. Such actions in themselves do not equate to dismissal from the SHAC.

Article VI: SHAC Coordinator

Section One. Responsibilities. Responsibilities of the coordinator shall include, but are not limited to:

1. Ensuring that adequate facilities arrangements and staff support are secured for all meetings;
2. Providing members and support staff with agendas and background materials prior to meetings;

3. Serving as custodian of all SHAC records. Agendas and minutes of regular meetings must be maintained for a minimum of two years. In addition, the coordinator shall keep a record of member term expirations and length of member service;
4. Promoting public awareness of the SHAC and consulting a database of persons interested in service as SHAC members;
5. Informing the Superintendent of member vacancies;
6. Providing staff support in the development and submission of SHAC's annual report;
7. Monitoring member attendance, and addressing possible member conflicts of interest and possible instances of undue advantage;
8. Maintaining SHAC information on the district website and on the district Facebook page.
9. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.

Article VII: Review of the Committee

Section One. Review. Consistent with BDF(LOCAL) the committee is subject to review to evaluate necessary revisions.

Section Two. Date. The committee shall undergo a review every two years to coincide with the year of the regular session of the State Legislature. The committee's review shall be completed by August 21, 2023.

ATTACHMENT

Subcommittee Guidelines

1. Applicability

- a. These guidelines apply to subcommittees formed under Article III, Section Four.

2. Formation

- a. The committee coordinator and co-chairs may form a subcommittee if the advisory committee or the administration deems a subcommittee is necessary or advisable.
- b. The SHAC committee coordinator will call for at least 4 volunteers to serve on the subcommittee.
- c. To provide diverse and fresh perspectives, SHAC members who have not previously served on subcommittees are encouraged to volunteer.
- d. The co-chairs and SHAC committee coordinator may attend and take part in subcommittee meetings.

3. Responsibility

- a. Subcommittees do not constitute a quorum of the SHAC, and therefore do not take any formal vote or action.
- b. Subcommittees do not speak on behalf of the SHAC or the district.
- c. The SHAC committee coordinator and co-chairs will develop a charge for each subcommittee.
- d. The SHAC committee coordinator and co-chairs will designate subcommittee chair(s), who will:
 - i. Ensure adherence to subcommittee guidelines and charges;
 - ii. Develop agendas based on subcommittee input;
 - iii. Convey agendas, messages and information to the subcommittee;

- iv. Pace meetings and encourage participation of all members;
- v. Bring any problems or concerns to the SHAC committee coordinator; and
- vi. Bring committee recommendations to the SHAC committee coordinator;
- e. The SHAC will consider subcommittee recommendations and determine the extent to which they are forwarded to the Superintendent – any recommendations to the Board are through the Superintendent.
- f. The SHAC committee coordinator and co-chairs may direct the subcommittee to accelerate, conclude, or extend its work.

4. Meetings

- a. The SHAC committee coordinator will establish a date, time, and location for the initial meeting of the subcommittee.
- b. At the initial meeting, the minimum order of business is:
 - i. Ask for a volunteer to record meeting attendance and highlights (or this responsibility may rotate from meeting to meeting);
 - ii. Review the subcommittee guidelines;
 - iii. Review the subcommittee charge;
 - iv. Initiate discussion of issues;
 - v. Establish a contact list of subcommittee communications; and
 - vi. Agree on a schedule for subsequent meetings.
- c. The subcommittee chair(s) provides meeting schedules and highlights to the X committee coordinator.
- d. The subcommittee may invite non SHAC members to meetings to provide information or input, and as such may take part in meetings.
- e. The subcommittee may not conduct or direct school or community meetings, interviews, surveys, or field trips without prior approval of the SHAC committee coordinator, who may consult with the co-chairs.
- f. The subcommittee may request staff support or other district resources through the SHAC committee coordinator.
- g. In addition to making recommendations, the subcommittee may also conduct research and provide findings or reports.